



MINUTES

FINANCE AND AUDIT COMMITTEE MEETING

Wednesday, May 15, 2024, 9:00 A.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Members: Mayor L. Krog Chair (arrived 9:43 a.m.)
Councillor B. Geselbracht
Councillor T. Brown* (joined 9:01 a.m.)
Councillor H. Eastmure
Councillor E. Hemmens
Councillor P. Manly
Councillor I. Thorpe

Absent: Councillor S. Armstrong
Councillor J. Perrino

Staff: D. Lindsay, Chief Administrative Officer
R. Harding, General Manager, Community Services/Deputy
CAO
L. Mercer, General Manager, Corporate Services
B. Sims, General Manager, Engineering and Public Works
W. Fulla, Director, Finance
J. Holm, Director, Planning and Development
K. Robertson, Deputy Corporate Officer
A. Breen, Manager, Culture and Special Events
M. Miller, Manager, Financial Planning
D. Bailey, Acting Manager, Accounting Services
D. Stewart, Environmental Planner
K. MacDonald, Parks and Open Space Planner
J. B. Sine, Recreation Coordinator
M. Lum, Recreation Coordinator – Special Events
N. Sponaule, Communications Advisor
J. Tonella, Recording Secretary

* Denotes electronic meeting participation as authorized by "Council Procedure Bylaw 2018 No. 7272"

1. CALL THE MEETING TO ORDER:

Councillor Geselbracht, Acting Mayor, assumed the Chair and called the Finance and Audit Committee Meeting to order at 9:00 a.m.

2. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda be adopted. The motion carried unanimously.

3. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Finance and Audit Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Wednesday, 2024-APR-17, at 9:00 a.m. be adopted as circulated. The motion carried unanimously.

4. REPORTS:

a. Community Environmental Sustainability Grant

Introduced by Jeremy Holm, Director, Planning and Development.

- Of the ten applications received, seven are recommended to be awarded then funded through the grant program
- The purpose of the program is to support small environmental sustainability and climate projects
- Recommended funding amounts range from \$800 to \$5,000
- Requested funding totaled \$38,330
- Applications were evaluated based on merit, relevance/feasibility, and potential impact

Committee and Staff discussion took place. Highlights included:

- Old City Neighbourhood Association and Rock City Neighbourhood Association launched a program last year to identify sources of heat loss in their buildings by using a thermal energy camera. They plan to expand to other neighbourhood associations
- Discussion regarding the three applicants that are not recommended to receive grant funding

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the following Community Environmental Sustainability Project Grants:

- a. Light House Sustainability Society - \$2,500 Project: Building Material Exchange (BMEEx)

- b. Departure Bay Neighbourhood Association - \$800 Project: DBNA Environmental Engagement
- c. Altrusa Club of Nanaimo - \$5,000 Project: Nurture Nature
- d. Nanaimo Foodshare - \$2,800 Project: Compost Revitalization Project
- e. Nanaimo Old City Association with the Harewood Neighbourhood Association and Dover Community Association - \$1,600 Project: Thermal Imaging and Home Energy Reduction Neighbourhood Project
- f. Rock City Neighbourhood Association - \$4,800 Project: Seed to Table Workshop

The motion carried unanimously.

Councillor Geselbracht vacated the Shaw Auditorium at 9:09 a.m. declaring a conflict of interest as his brother is part of the South End Eco Development Cooperative.

Councillor Hemmens assumed the Chair at 9:09 a.m.

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the following Community Environmental Sustainability Project Grant:

- South End Eco Development Cooperative - \$2,500 Project: The Toolshare Project

The motion carried unanimously.

Councillor Geselbracht returned to the Shaw Auditorium at 9:10 a.m. and resumed the Chair.

b. Community Program Development Grants Social Prescribing Pilot

Introduced by Richard Harding, General Manager, Community Services/Deputy CAO.

Darcie Osborne, Director, Recreation and Culture, provided a verbal presentation. Highlights included:

- The City has been working with the Nanaimo Division of Family Practice on a program called Social Prescribing
- The intent of the program is to provide opportunity for seniors in isolation to experience recreation and culture programs

- The grant is designed to help with new programs within the community
- The \$6,120 grant would provide funding for a link worker to identify the programs and help register isolated seniors in the programs

Committee and Staff discussion took place. Highlights included:

- Funding received through United Way to fund a second link worker
- There are currently two link workers employed based out of Bowen Park Complex
- Nanaimo Division of Family Practice is leading most of the grant application processes
- Seniors could participate in the program for three weeks at no cost
- Three physicians would prescribe social interaction through recreation and culture and then the link worker helps the client to identify their interests and check in during their activity
- Looking at specific programs for short-term and Nanaimo Harbour City Seniors Memberships for long-term
- The grant is used to support seniors in financial need that could not afford to participate in these programs
- Clarification regarding a \$40,000 transfer to Vancouver Island University to deliver their recreation prescription program

It was moved and seconded that the Finance and Audit Committee recommend that Council approve the request from the Nanaimo Division of Family Practice for a Community Program Development Grant in the amount of \$6,120 to assist in funding their Social Prescribing pilot program. The motion carried unanimously.

c. Community Watershed Restoration Grant 2024

Richard Harding, General Manager, Community Services/Deputy CAO, noted this grant was set up by Council in 2022 to help local groups who wanted to do restoration on different wetlands and waterways throughout the community.

Committee and Staff discussion took place. Highlights included:

- Most applications requested the exact amount that is being awarded
- \$20,000 was not allocated as Staff are waiting to receive more information from the Wild Coast Ecological Society
- Funds do not roll over to the next year if they are not used

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a total of \$17,366 of the \$20,000 allocated for the 2024 Community Watershed Restoration Grant as follows:

Applicant Name: Antler Swamp Restoration Group

- **Project:** Restoration of Antler Swamp in Smuggler's Park
- **Recommended:** \$3,500

Applicant Name: Nanaimo Area Land Trust

- **Project:** Cottle Creek Stream Flow
- **Recommended:** \$2,960

Applicant Name: Nanaimo Area Land Trust

- **Project:** Joseph Creek Riparian Restoration
- **Recommended:** \$1,700

Applicant Name: Dover Bay Outdoor Education Program

- **Project:** Rutherford Ravine Park Native Plant Restoration
- **Recommended:** \$1,400

Applicant Name: Pacific Garden Cohousing

- **Project:** Watershed/Wildlife Habitat Restoration
- **Recommended:** \$4,006

Applicant Name: Wellington Action Committee

- **Project:** Diver Lake Park Watershed Protection
- **Recommended:** \$3,800

Applicant Name: Wildcoast Ecological Society

- **Project:** Nanaimo Natural Areas Education and Stewardship
- **Not Recommended:** Staff recommendation is to not proceed with funding until more information can be obtained.

The motion carried unanimously.

d. Building Communities Through Arts and Heritage - Communities Anniversaries Program

Introduced by Richard Harding, General Manager, Community Services/Deputy CAO.

- Staff submitted a grant application for a winter festival for Nanaimo

Darcie Osborne, Director, Recreation and Culture, Adrienne Breen, Manager, Culture and Special Events, and Jamie-Brett Sine, Recreation Coordinator, provided a verbal presentation. Highlights included:

- Staff are looking to provide an illumination festival through the downtown area with the funds allocated by Council and potential grant funding
- If successful, the full amount of the grant funding would allow for a month long festival
- The Festival would include an opening event with performances at Maffeo Sutton Park and performances at each temporary public art illumination project spread throughout the downtown core, ending with a family focused performance on Family Day, the last day of the event
- A portion of grant would be used to commission two permanent light-based public art installations

Committee and Staff discussion took place. Highlights included:

- Concerns regarding balancing the environmental aspects of a night time light based event
- Parameters being set for artists regarding light pollution
- Partnerships with the Nanaimo Art Gallery have been identified
- Discussion regarding the lights in the public art pieces and the dark skies policy

e. Approval to Bid to Host the 2026 Canadian Sport Events Congress

Richard Harding, General Manager, Community Services/Deputy CAO, informed Council of an opportunity for the City, Tourism Nanaimo and the Vancouver Island Conference Center to bid to host the 2026 Canadian Sports Events Congress; however, it requires a funding commitment from the City.

Darcie Osborne, Director, Recreation and Culture, Adrienne Breen, Manager, Culture and Special Events, Jamie-Brett Sine, Recreation Coordinator, and Megan Lum, Recreation Coordinator, Special Events, provided a verbal presentation. Highlights included:

- A City Staff member and a Tourism Nanaimo Staff member attended the 2024 Canadian Sports Events conference in Winnipeg to represent the City

- If the City hosted the event, up to 60 sport organizations and 350 delegates would attend
- Estimated economic benefit of \$1.1 million

Committee and Staff discussion took place. Highlights included:

- The Special Initiatives Reserve as a funding source

Mayor Krog entered the Shaw Auditorium at 9:43 a.m. and assumed the Chair.

- Opportunity to showcase the investment in Nanaimo's sporting facilities' infrastructure
- The Request for Proposal was received 2024-MAY-06 and the deadline is 2024-MAY-31
- Investing in projects continually going over budget

It was moved and seconded that the Finance and Audit Committee recommend that Council approve a bid and allocate \$90,000 in the 2024 - 2028 Financial Plan, funded from the Special Initiatives Reserve, to host the 2026 Canadian Sport Events Congress in Nanaimo. The motion was defeated.

Opposed: *Councillors Brown, Eastmure, Geselbracht, Manly*

f. 2023 Statement of Financial Information

Laura Mercer, General Manager, Corporate Services, noted that each year, the City is required to produce a Statement of Financial Information (SOFI) report by June 30 the following year, which must be submitted to the Ministry of Municipal Affairs and Housing.

Dan Bailey, Acting Manager, Accounting Services, spoke regarding the 2023 SOFI report. Highlights included:

- Report included information not found in the City's financial statements, but refers back to the long-term debt notes and the guarantees that are included in the financial statements
- The SOFI report includes a schedule of remuneration and expenses for Council members and all City staff earning over \$75,000 in a year
- Noted that the \$75,000 threshold is set by the Ministry and has been in place since 2002
- The SOFI report also includes a schedule of goods and services which contains a list of vendors that were paid \$25,000 or more by the City in 2023

Committee and Staff discussion took place regarding the Provincial requirement to report these salaries.

It was moved and seconded that the Finance and Audit Committee recommend that Council accept the 2023 Statement of Financial Information for filing with the Ministry of Municipal Affairs and Housing. The motion carried unanimously.

g. Quarterly Purchasing Report (Single and Sole Source, Purchases in Excess of \$250,000 and Instances of Non-Compliance Purchases)

Introduced by Laura Mercer, General Manager, Corporate Services.

- There were 38 Single and Sole Source purchases of over \$1.4 million
- Two purchases over \$250,000 totaling just under \$14.3 million
- No instances of non-compliance

5. QUESTION PERIOD:

The Committee received no questions from the public regarding agenda items.

6. ADJOURNMENT:

It was moved and seconded at 9:54 a.m. that the meeting adjourn. The motion carried unanimously.

MAYOR

CERTIFIED CORRECT:

DEPUTY CORPORATE OFFICER